

MILPERSMAN 1306-913

FLAG OFFICER WRITER AND STAFF WRITER (NEC 2514)

Responsible Office	NAVPERSCOM (PERS-4010F3)	Phone:	DSN	882-3732
			COM	(901) 874-3732
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1. Background

a. Flag Officer Writers (NEC 2514) are assigned to personal staffs of flag officers for the purpose of assisting those officers and senior level civilians with administrative details so they may devote a larger portion of their time to other important matters. Personnel requesting Flag Officer Writer positions should expect long hours.

b. Assignments will be made without regard to sea/shore rotational considerations. Assignments to sea billets will be made as requirements dictate, with consideration given to enhancing future advancement opportunities in each individual case.

c. Flag Officer Writer projected rotation dates (PRDs) are initially established to coincide as closely as possible with the anticipated rotation of the incumbent flag officer.

d. Tour length will be 42 months.

2. Requirements/Qualifications. To qualify for selection as a Flag Officer Writer, a member must possess the following qualifications. Waivers of the minimum qualifications will not normally be granted.

a. Be a YN1, warfare qualified, with a minimum of 6 years total service or at least 1 year time in rate or above on active duty in the regular Navy, and be on second or subsequent enlistment.

b. Required Armed Services Vocational Aptitude Battery (ASVAB) scores: VE + NO + CS = 165.

c. Have outstanding verbal communications ability, free of speech impediment.

d. Be emotionally able to handle stressful situations and possess the flexibility to work arduous hours. **Applicants married to other military members and military single parents should give due consideration to assignment policies governing Flag Officer Writers before applying for this program.**

e. Completed a college level English composition course, or College Level Entry Preparation (CLEP) examination, with a minimum of 3.0 GPA.

f. Complete sections A, B, D1, and D2 (SBI) of NAVPERS 1306/92 (Rev. 04-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

g. Required obligated service (OBLISERV) for this program is 42 months.

3. Requests

a. Requests shall be submitted to NAVPERSCOM, Admin/Deck/Supply/Assignment Branch (PERS-402B) via the administrative chain of command utilizing NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request. Packages will include:

(1) Full front and side view black and white photographs (8x10) in summer/winter dress uniform or khaki.

(2) A biography, listing all duty stations with dates, duties, and names of reporting seniors.

(3) Last 5 years of evaluations/fitness reports.

b. Selected candidates will be required to attend the 5-week Flag Officer Writer Course at Naval Technical Training Center, Meridian, MS. Upon completion of the course, students will be awarded NEC 2514 and detailed to a Flag Officer Writer billet.